

To: Sylvia Burns[sylvia_burns@ios.doi.gov]; Julie Spano[julie_spano@ios.doi.gov]
From: cynthia_sweeney@ios.doi.gov
Sent: 2017-10-30T07:20:54-04:00
Importance: Normal
Subject: Fwd: Email Search Request - FOIA Request: OS-2017-00888
Received: 2017-10-30T07:21:42-04:00
[17-00888 FOIA Control Form \(updated\) BLANK.pdf](#)
[17-00888qa.pdf](#)

Hi Sylvia and Julie,
I wanted to do a follow up on this request. Please let me know if you have any questions.

Thanks,
Cindy

----- Forwarded message -----

From: **OS, OS FOIA** <osfoia@ios.doi.gov>
Date: Fri, Jul 28, 2017 at 9:58 AM
Subject: Email Search Request - FOIA Request: OS-2017-00888
To: Sylvia Burns <sylvia_burns@ios.doi.gov>, Julie Spano <julie_spano@ios.doi.gov>

All,

Your assistance is appreciate. Please feel free to add anyone else on this email communications chain who may be involved in the search for responsive records.

Please know that request is more related to CIO, but copying Julie as the she is the FOIA contact in PMB.

Thank you
Karmen

OS FOIA has received a Freedom of Information Act request for which we believe your Office may have responsive materials. Please use the below chart, attached copy of the FOIA request, and attached FOIA Control Form to inform us of your search efforts.

- ☐ If available, please provide responsive documents to OS FOIA electronically (CD, FOIA DMU Processing Application, email, or thumb drive). Please note that Bison Connect can pull emails electronically with the DMU Processing App's and OS staff can assist with this tool. Please contact OS FOIA if electronic documents are not available.
- ☐ Please track the time required to search for these documents on the attached control form.
- ☐ If you have any questions regarding the specific guidance on copying, reviewing, and submitting documents to the OS FOIA office, please call 202-513-0765.

Please reply/send all items to osfoia@ios.doi.gov - Except "FOIA/DMU Processing Tool" searches
(Please include osfoia@ios.doi.gov on all communications/discussions regarding this FOIA request.)

Action Office: Office of the Secretary	Responsible Program Office: PMB/CIO
---	---

Current Date: 07/28/17	Due Date: 08/11/17
FOIA Request Control Number: OS-2017-00888	OS FOIA Contact (MIB 7328): Cindy Sweeney
Requester's Name: Alison Gregor	Amount Requester Is Willing To Pay: Fee Waiver Requested

Thank you,
Karmen

--

Department of the Interior
Office of the Secretary, FOIA Office
1849 C Street, NW, MS 7328
Washington, D.C. 20240
os_foia@ios.doi.gov
(202) 513 0765 phone
(202) 219 2374 fax